

**LIBRARIAN I  
(CATALOGER)  
817**

**DEPARTMENT:** Library/Young Adult

**NATURE OF WORK:**

Under the supervision of the Senior Library Services Director (Support), the Librarian I (Cataloger) performs timely copy cataloging; prepares original MARC work forms for juvenile and young adult books; assists in maintaining the public access catalog authority files; maintains bibliographic and holdings records for library materials in the online catalog; and participates in the analysis and planning of technical services operations within the Support Services department.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Searches and claims bibliographic records on shared cataloging database (OCLC) for entry onto local system.

Prepares brief original MARC records for juvenile and young adult materials.

Edits bibliographic records on local system: assigns Dewey Decimal call numbers and LC subject headings to juvenile and young adult books; assigns other call numbers using local schemes to classify fiction and picture books.

Adds barcodes and call number labels to individual items, editing and verifying holdings information including call number, collection code, item type, and list price for each.

Assists in maintaining accurate juvenile and young adult author, subject, and series authority headings in the public access catalog, using the Library of Congress online authority file.

Deletes withdrawn library holdings from OCLC.

Assists in training technical services and other library staff and volunteers.

Attends relevant workshops, programs, and meetings.

May participate in library-wide committees or projects.

Performs other tasks as assigned.

**JOB LOCATION AND EQUIPMENT USED:**

The job is located in the James City County Library. Administers work typically sitting in an office, with occasional movement among departments, light lifting, and other limited physical activities. Frequent sustained operation of video display terminal and other office equipment required. Regular personal and phone contact is made with employees and the general public. Computer, printer, and other office equipment as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to acquire working knowledge of cataloging principles such as AACR2, Dewey Decimal system, and local call number schemes.

Working knowledge of automated bibliographic and holdings records (MARC format).

Basic knowledge of personal computer use and data entry.

Accurate and efficient data entry and record-keeping skills.

Ability to plan and organize daily work and special projects.

Knowledge of online searching in OCLC or other bibliographic database.

Ability to communicate well with supervisor, co-workers, and the general public.

Understanding of library and technical services operations preferred.

Ability to analyze and to creatively solve problems related to the position.

Ability to work with enthusiasm and initiative.

Knowledge of children's and young adult literature desirable.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree or equivalent education and experience to provide the necessary expertise.

**NECESSARY SPECIAL QUALIFICATIONS:**

Requires the ability to travel among various library sites.